

POLICY

Upper Township Board of Education

Section: Property
7510. USE OF SCHOOL FACILITIES
Date Created: June 1995
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7510. USE OF SCHOOL FACILITIES

The Board of Education believes the school facilities of this district should be made available for community purposes, provided that such use does not interfere with the education and co-curricular programs of the school district. For the purpose of this policy, "school facilities" also includes school grounds.

The Board will permit the use of school facilities when such permission has been requested in writing and has been approved by the Superintendent. The Board reserves the right to withdraw permission after it has been granted in the event circumstances change requiring such school facilities or school grounds will be needed for a school district purpose or due to a school closing due to weather or other emergency.

A. Application

Request for each use of school facilities and equipment will be made to the office of the School Business Administrator/Board Secretary. The application form adopted by the Board will be completed in full; an incomplete application will be returned to the applicant and will not be considered. The application will be signed by the person(s) who will be present during such use and who will be responsible for the observance of the Use of School Facilities by Outside Groups Rules and Regulations.

Unless otherwise provided for herein, an application must be received at least thirty days prior to the event date so that it may be considered, approval granted and the official approval issued before plans for use are completed. Applications for use later than the end of the current school year will not be accepted more than eight months prior to the date requested.

B. Approval

The Board will permit the use of school facilities when such permission has been requested in writing and has been approved by the Superintendent of Schools and/or the School Business Administrator. The following uses and groups shall be eligible to use school facilities.

1. Uses and groups directly related to the school and the operations of the school (application must be submitted within a reasonable time prior to the date of the event);
2. Uses and organizations indirectly related to the school, but consistent with the school's educational purposes (application must be submitted within a reasonable time prior to the date of the event);
3. Departments or agencies of the municipal government (application must be submitted within a reasonable time prior to the date of the event);
4. Other governmental agencies (application must be submitted at least seven days prior to the event);
5. Community organizations formed for charitable, non-profit, civic or education purposes (and capable of providing proof of tax-exempt or charitable status) (application must be submitted at least fourteen days prior to the event, unless the organization has previously applied for and has been granted use of school facilities, in which case the application must be submitted within a reasonable time prior to the event);
6. Commercial purposes.

Unless otherwise approved by the Board, permission to use school facilities will not be granted for private social functions, or any purpose which is prohibited by law.

After receipt of a completed application for the use of school facilities, the application will be approved or rejected by the Superintendent of Schools and/or the School Business Administrator. Nothing contained herein will limit the right of either the Superintendent or the School Business Administrator to submit the application to the Board of Education for consideration and possible approval at a duly advertised meeting.

Once approval is given, the applicant will be granted permission to use the specific area(s) requested. An applicant may not use any other facilities or parts of facilities for which permission has not been granted.

The Board and its designated representatives reserve the right to refuse the use of a school building whenever, in their judgment, which shall be final, absolute and binding in all respects, there is good reason why permission should be refused. The Board also reserves the right to refuse permission to use school facilities to any organization or applicant which has violated the rules and regulations governing the use of school facilities.

The Board reserves the right to deny approval for the use of facilities when the Board determines that a proposed activity may place at risk the safety of students, staff, members of the community, or the participants, or may adversely affect the facility, or which may place the Board in a position of bearing inordinate liability. In this regard, the determinations of the Board are binding. Such activities, which may be denied, include those activities for which the sponsors are unable to certify the presence of adequate security.

The Superintendent, Business Administrator and/or the Board may waive the time requirements for the submission of applications for the use of school facilities if strict application of these regulations proves impossible or impractical, so long as facilities are available for use.

C. Rules and Regulations

The School Business Administrator/Board Secretary shall notify all persons requesting the use of the school facilities and equipment of the specific rules and regulations pertaining to such use.

Unless prior approval shall be granted by the Board, buildings and facilities shall not be available for community use during holidays, vacation periods, or during the time school is not in session over the summer, or at any time when the programs interfere with cleaning and maintenance schedules. Additionally, if the school building/district is closed for an unplanned emergency (i.e., inclement weather) then all scheduled uses of that facility shall also be cancelled at no liability to the Upper Township Board of Education. On school days or at other times when school is in session, no activities may be scheduled at the Middle School earlier than 3:30 p.m. or at the Elementary and Primary School earlier than 4:00 p.m. Moreover, the applicant may not instruct or advise event participants to arrive at the schools before the times specified herein.

Use of school equipment in conjunction with the use of school facilities must be specifically requested in writing and may be granted by the procedure by which permission to use facilities is granted. The user of school equipment must accept liability for any damage to or loss of such equipment that occurs while it is in use. Where rules so specify, no item of equipment may be used except by a qualified operator. No district equipment shall be removed from the premises for use by non-district personnel.

Smoking is prohibited at all times in any district building or on school grounds. No one may bring alcoholic beverages onto any school property. All facilities use shall comply with State and local fire, health and safety and police regulations.

The Board shall require that all users of school facilities comply with policies of this Board and the rules and regulations of this district. Each user shall present evidence of the purchase of organizational liability insurance to the limit prescribed by such rules. Each user shall inspect any facility or school grounds to be used prior to such use and shall notify a district representative of any existing safety or dangerous conditions. In the event such conditions exist, the district may cancel or modify the user's access to the school facility until such conditions are addressed. Users shall be financially liable for damage to the facilities and for proper chaperonage as required by the school district administration.

Authorization for use of school facilities shall not be considered as endorsement of or approval of the activity, person, group or organization nor the purposes they represent.

The school district shall provide a copy of Policy and Regulation 2431.4 - Prevention and Treatment of Sports-Related Concussions and Head Injuries to all youth sports team organizations that operate on school grounds or in school facilities. In accordance with the provisions of N.J.S.A. 18A:40-41.5, the school district shall not be liable for the injury or death of a person due to the action or inaction of persons employed by, or under contract with, a youth sports team organization that uses school facilities or operates on school grounds if the youth sports team organization provides the school district proof of an insurance policy in the amount of not less than \$50,000 per person, per occurrence; insuring the youth sports team organization against liability for any bodily injury suffered by a person. The youth sports team organization must also provide a statement of compliance with the school district's Policy and Regulation 2431.4 - Prevention and Treatment of Sports-Related Concussions and Head Injuries.

For the purpose of this Policy, a "youth sports team organization" means one or more sports teams organized pursuant to a nonprofit or similar charter or which are member teams in a league organized by or affiliated with a county or municipal recreation department.

The Board shall provide to all persons who supervise youth programs that are not sponsored by the school district, but operate a program in a district building before or after school hours, on the weekend, or during a period when school is not in session, information on the district's school practices and procedures in the event of a school safety or security incident at a school including non-confidential information on evacuation procedures, emergency response protocols, and emergency contact information in accordance with the provisions of N.J.S.A. 18A:41-7.

The Superintendent shall develop regulations for the use of school facilities; such regulations shall be distributed to every user of the facilities and every applicant for the use of school facilities. Permission to use school facilities shall be granted only to persons and organizations that agree to the terms of Policy and Regulation 7510, the requirements as outlined in the use of school facilities application, and in accordance with the terms outlined in the approval granted by the school district

N.J.S.A. 18A:20-20; 18A:20-34

Adopted: 27 June 1995

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29 May 2008

15 December 2009

19 March 2012

15 May 2017

21 December 2020